



**NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
JOINT FORCE HEADQUARTERS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-5606**

JOINT BULLETIN NO. 12

22 September 2004

STANDARDS OF OFFICIAL CONDUCT

1. Executive Order 12731, October 17, 1990, established the Principles of Ethical Conduct for federal employees that are now reflected in 5 CFR 2635 and in the Joint Ethics Regulation, DoD 5500.7-R. All National Guard members, technicians and AGR personnel should read, understand, and heed this original guidance. The key to proper conduct is to endeavor to live by the rules herein and to do what is right even when no one is looking. These standards apply even when not in a military duty status. Should a question or problem arise regarding proper standards of conduct, please schedule a consultation with the federal ethics officer, LTC Eugene Ingrao or any JAG officer in the Air or Army component. Issues on State Ethics may also arise and consultation with the DMAVA's Ethics Officer at 609-530-7107 or email, ethics@njdmava.state.nj.us may also be appropriate.

2. I ask you to ensure that all personnel within your departments and agencies are familiar with and closely observe, applicable ethics laws and regulations, including the following general principles from Executive Order 12731:

a. Public service is a public trust, requiring Guard members to place loyalty to the Constitution, the laws, and ethical principles above private gain.

b. Guard members shall not hold financial interests that conflict with the conscientious performance of duty.

c. Guard members shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

d. A Guard member shall not, except as permitted by applicable law or regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the Guard member's agency, or whose interests may be substantially affected by the performance or nonperformance of the Guard member's duties.

e. Guard members shall put forth honest effort in the performance of their duties.

f. Guard members shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.

g. Guard members shall not use public office for private gain.

h. Guard members shall act impartially and not give preferential treatment to any private organization or individual.

i. Guard members shall protect and conserve government property and funds and shall not use it for other than authorized activities.

j. Guard members shall not engage in outside employment or activities, including seeking or negotiating for employment that conflict with official Government duties and responsibilities.

k. Guard members shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

l. Guard members shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those --such as Federal, State, or local taxes -- that are imposed by law.

m. Guard members shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

n. Guard members shall endeavor to avoid any actions creating the appearance that they are violating applicable law or the ethical standards in applicable regulations.

3. Guard members should also be fully aware that their post-employment activities with respect to lobbying and other forms of representation will be bound by the restrictions of 18 U.S.C. 207. Outside employment of any Technician or AGR personnel requires compliance with the complex rules in the Joint Ethics Regulation and may also be affected by the DMAVA ethics regulation. Consultation should be sought with the JAG Officer before outside employment is accepted. AGR personnel also require the concurrence of the commander for the acceptance of outside employment.

4. Federal and state law, ethics and military regulations govern employee conduct within the workplace. The prohibition against unprofessional relationships in the military sets a general rule that should govern our conduct. Dating and close friendships may become matters of official concern when they affect morale or discipline, even when members are not within the same chain of command. Sharing social events, vacations, or transportation on a frequent or recurring basis can also be perceived to be unprofessional. Officers may not do any of the following with enlisted members: date, gamble, loan or borrow money, share living accommodations or join with them in business enterprises.

5. Please extend my thanks to your personnel for their commitment to maintaining the highest standards of integrity in Government.

OFFICIAL:

GLENN K. RIETH
Major General, NJARNG
The Adjutant General


FRANK. R. CARLINI
BG, GS, NJARNG
Joint Chief of Staff

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